



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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[Printable Format \(PDF\)](#)

Subject: Training and Development for the NASA Legal Staff

Responsible Office: Office of the General Counsel

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Chapter 2. Attorney Training

2.1 Core Training For New Attorneys

2.1.1 Certain core training for all newly assigned attorneys at NASA is recognized as essential to enable sound legal advice and analysis. These areas include subjects not typically directly addressed in law school curricula or most other practice contexts. All attorneys need not be experts in all these areas, but each NASA attorney must have a working familiarity in order to successfully perform within the NASA legal arena. No prescribed source exists for this training, but several Government-sponsored sources (e.g. The Army Judge Advocate General's School, the Department of Justice Legal Education Institute, the Office of Government Ethics, and the Office of Personnel Management), as well as commercially available vendors, are potential sources for this training..

2.1.2 To fulfill these requirements the training must be substantive training targeted to legal professionals. These training requirements are identified in Appendix B. The required coursework should be accomplished within the first four years of NASA employment. For experienced attorneys joining the NASA team they may substitute experience or training received at another Government organization or from the private sector for the stated requirements. The General Counsel, following consultation with the Deputy General Counsels and the relevant Associate General Counsels or Chief Counsels, will determine whether prior training or experience meets the intent of this training requirement. Such determinations will be documented at the time of the employee's hiring, and the decision on waivers will precede employment offers.

2.2 New Attorney Orientation

Each new attorney will be provided an orientation session at OGC. Such sessions will occur on an annual basis and all new hires within the previous 12-month period will be provided the opportunity to attend either in person or by ViTS. This orientation will be conducted in addition to Agency-wide orientation programs. The purpose of this session will be to familiarize the new attorneys to the NASA legal practice in general, the overall Agency mission and vision as well as missions and roles of each Center in support of the Vision for Space Exploration. This session will entail briefings from Senior Headquarters Officials, Headquarters Associate General Counsels, General Counsel and Deputy General Counsels as well as a representation from Center Chief Counsels.

2.3 Individual Development Plans

Every member of the NASA legal team will have an Individual Development Plan (IDP). The purpose of the IDP is to focus on career growth and professional development. The plan should address near term and long-term goals. The plan will be reviewed and updated as necessary on an annual basis. The Agency wide Learning Management System IDP format may be utilized or the sample IDP format contained at Appendix C. Other formats may be used provided they include the same substantive data. A key component of the IDP is the planning discussion with the supervisor.

2.4 Legal Skills Maintenance

Each NASA Attorney and paralegal will be provided at least one legal skills maintenance opportunity each year. This should entail a substantive course from a Government source or private vendor that is consistent with the individual's experience and skill level. The purpose of this training is to provide refresher training as well as keeping abreast of new developments in substantive areas of the law. Other support staff, e.g. law librarians, legal technicians, secretaries, will also be provided substantive skills maintenance and development training.

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